

# NELAC Eighth Interim Meeting

## Detailed Schedule of Events & Locations

**November 18 - 21, 2002**  
**La Fonda Hotel (on the Plaza)**  
**Santa Fe, New Mexico**

<b><u>Monday, November 18, 2002</u></b>	<b><u>Location</u></b>
8:00 a.m. – 5:00 p.m.	Conference Registration..... Mezzanine
8:00 a.m. – 11:00 a.m.	NELAP AA Evaluator Training ..... New Mexico Room
9:00 a.m. – 10:30 a.m.	New Members Orientation..... Santa Fe Room
11:00 a.m. – 12:30 p.m.	Opening Plenary..... Ballroom Introductions & Logistics ..... Ms. Jeanne Hankins, NELAC Director Welcome..... Mr. John D’Antonio, Jr, Secretary, NM Environ. Dept. EPA’s Position on NELAC ..... Mr. Henry Longest, ORD Deputy AA Keynote Speaker..... Dr. Gary K. King Update by the Accrediting Authorities ..... TBA Remarks from the Chair ..... Dr. Paul Kimsey, NELAC Chair
12:30 p.m. – 1:30 p.m.	Lunch (on your own)
1:30 p.m. – 3:00 p.m.	Joint Session of the Program Policy & Structure and Transition Committees
	<b><i>Program Policy &amp; Structure and Transition</i></b> ..... Ballroom
1:30 p.m. – 1:35 p.m.	Welcome and Introductions
1:35 p.m. – 1:40 p.m.	Review of Agenda and Ground Rules
1:40 p.m. – 2:30 p.m.	Amendments to the Constitution and Bylaws
2:30 p.m. – 3:00 p.m.	Proposed process for standards review and adoption
3:00 p.m. – 3:30 p.m.	Break
3:30 p.m. – 5:00 p.m.	INELA Meeting ..... Ballroom
3:30 p.m. – 4:00 p.m.	INELA Draft Plans and Schedule for Standards Development
4:00 p.m. – 4:30 p.m.	Status and Plans for INELA Expert Committees
4:30 p.m. – 5:00 p.m.	Annual Report
5:30 p.m. – 7:00 p.m.	Reception hosted by INELA..... La Terraza

8:00 a.m. – 5:00 p.m.	Conference Registration.....	Mezzanine
9:00 a.m. – 12:30 p.m.	Joint Session of the Program Policy & Structure and Transition Committees	
	<b><i>Program Policy &amp; Structure and Transition</i></b> .....	Ballroom
9:00 a.m. – 9:05 a.m.	Welcome and Introductions	
9:05 a.m. – 9:10 a.m.	Review of Agenda and Ground Rules	
9:10 a.m. – 10:00 a.m.	Chapter 1: Standards review and adoption (Program Policy and Structure)	
10:00 a.m. – 10:30 a.m.	Restructuring of NELAC – open discussion (Transition)	
10:30 a.m. – 11:00 a.m.	BREAK	
11:30 a.m. – 12:30 p.m.	Open discussion continued (Transition)	
12:30 p.m. – 1:30 p.m.	Luncheon.....	La Terraza
1:30 p.m. – 5:00 p.m.	Concurrent Committee Sessions	
	<b><i>Accreditation Process</i></b> .....	New Mexico Room
1:30 p.m. – 1:45 p.m.	Welcome and Introductions	
1:45 p.m. – 2:15 p.m.	Splitting/Merging of Laboratories w/NELAP accreditation	
2:15 p.m. – 3:00 p.m.	Issues from session attendees	
3:00 p.m. – 3:30 p.m.	BREAK (and adjournment of session)	
	<b><i>Quality Systems</i></b> .....	Ballroom - North
1:30 p.m. – 1:35 p.m.	Welcome and Introductions	
1:35 p.m. – 2:30 p.m.	Chapter 5 proposed language [PBMS] and discussion	
2:30 p.m. – 3:00 p.m.	App. C proposed language [PBMS] and discussion	
3:00 p.m. – 3:30 p.m.	BREAK	
3:30 p.m. – 4:30 p.m.	App. C proposed language [PBMS], cont. and discussion	
4:30 p.m. – 4:55 p.m.	App. B Glossary issues [PBMS] and discussion	
4:55 p.m. – 5:00 p.m.	Conclude	
	<b><i>On-site Assessment</i></b> .....	Ballroom - South
1:00 p.m. – 1:05 p.m.	Welcome and Introductions	
1:05 p.m. – 1:10 p.m.	Ground Rules and Agenda Review and Repair	
1:10 p.m. – 1:15 p.m.	Overview of Committee Activities Since NELAC 8	
1:15 p.m. – 2:15 p.m.	Proposed Definitions to NELAC Glossary Deficiency; Finding; Observation	
2:15 p.m. – 3:00 p.m.	On-Site Assessment Issues from Training Sessions Discussion	
3:00 p.m. – 3:30 p.m.	BREAK	
3:30 p.m. – 4:00 p.m.	Assessors' Forum Pilot Report and Discussion	
4:00 p.m. – 4:20 p.m.	Other Changes to Chapter 3 Committee and Participant Input	
4:20 p.m. – 4:50 p.m.	Experiences and Concerns with Assessments Open Discussion	
4:50 p.m. – 5:00 p.m.	Additional Comments, Parking Lot Issues, Next Steps, Closing	
	<b><i>Small Organizations</i></b> .....	Santa Fe Room
1:30 p.m. – 1:45 p.m.	Introductions	
1:45 p.m. – 2:00 p.m.	Identification of Purpose	
2:00 p.m. – 3:00 p.m.	Issues Identification	
3:00 p.m. – 3:30 p.m.	BREAK	
3:30 p.m. – 5:00 p.m.	Issues Identification (continued)	
5:00 p.m. – 6:00 p.m.	ELAB Open Forum.....	Ballroom - North

## **Wednesday, November 20, 2002**

## **Location**

8:00 a.m. – 5:00 p.m. Conference Registration.....Mezzanine

9:00 a.m. – 12:30 p.m. Concurrent Committee Sessions

***Accrediting Authority***.....New Mexico Room

9:00 a.m. – 9:15 a.m. Introductions  
9:15 a.m. – 9:25 a.m. Discussion on 6.3.3.1.3.b)10 addition  
9:25 a.m. – 10:30 a.m. Timelines in Chapter 6  
10:30 a.m. – 11:00 a.m. BREAK  
11:00 a.m. – 11:35 a.m. Timelines in Chapter 6 (continued)  
11:35 a.m. – 11:50 a.m. Evaluator checklist of AA assessor  
11:50 a.m. – 12:10 p.m. New Items  
12:10 p.m. – 12:25 p.m. Plans for committee for next 6 months

***Field Activities*** .....Santa Fe Room

9:00 a.m. – 9:15 a.m. Welcome and Introductions  
9:15 a.m. – 10:00 a.m. Review of Minutes and Action Items from last Teleconference  
10:00 a.m. – 10:15 a.m. Transition to Standard-Development Organizations  
10:15 a.m. – 10:30 a.m. Status of Source Emission Standards  
10:30 a.m. – 11:00 a.m. BREAK  
11:00 a.m. – 11:15 a.m. Field Measurement Definition  
11:15 a.m. – 11:30 a.m. Cross-Reference Matrix Among Chapter 5, Chapter 7, and ISO 17025  
11:30 a.m. – 12:15 p.m. Proposed Changes to Chapter 7  
12:15 p.m. – 12:30 p.m. Action Items and Wrap up

***Proficiency Testing*** .....Ballroom - South

9:00 a.m. – 9:10 a.m. Welcome and Introductions  
9:10 a.m. – 9:20 a.m. Chapter 2 Comment Summary  
9:20 a.m. – 9:40 a.m. FAQ's Revisited  
9:40 a.m. – 10:30 a.m. Proposed changes to Chapter 2  
■ Appendices A, B., C and D  
■ Sections 2.7.3, 2.3.5 and 2.6  
10:30 a.m. – 11:00 a.m. BREAK  
11:00 a.m. – 11:20 a.m. Ongoing monitoring criteria for PT providers subcommittee report and discussion  
11:20 a.m. – 11:40 a.m. Status of the Uniform Electronic Reporting Format  
11:40 a.m. – 12:15 p.m. Field of proficiency testing acceptance criteria subcommittee report and discussion  
■ Evaluation of acceptance criteria by preparation method  
12:15 p.m. – 12:30 p.m. Revisit any "parking lot" items and adjourn

***Quality Systems*** .....Ballroom - North

9:00 a.m. – 9:05 a.m. Welcome and Introductions  
9:05 a.m. – 10:00 a.m. Appendix D.1 proposed language [PBMS] and discussion  
10:00 a.m. – 10:15 a.m. Appendix D.4 Radiochemical Testing  
10:15 a.m. – 10:30 a.m. Auditable Language  
10:30 a.m. – 11:00 a.m. BREAK  
11:00 a.m. – 11:15 a.m. Appendix D.2 Toxicity Testing  
11:15 a.m. – 12:15 p.m. ISO language fine tuning  
12:15 p.m. – 12:30 p.m. Conclude

## **Wednesday, November 20, 2002 (continued)**

## **Location**

12:30 p.m. – 1:30 p.m.	Lunch (on your own)	
1:30 p.m. – 3:00 p.m.	Concurrent Committee Sessions	
	<b>Membership &amp; Outreach</b> .....	Santa Fe Room
1:30 p.m. – 1:45 p.m.	Introductions and Discussion of NELAC 101	
1:45 p.m. – 2:00 p.m.	Website Improvement and Innovations	
2:00 p.m. – 2:30 p.m.	Strategies for Recruitment of New Members	
2:30 p.m. – 3:00 p.m.	Strategies for Distribution of NELAC Information	
	<b>National Database</b> .....	Ballroom - North
1:30 p.m. – 1:45 p.m.	Welcome and Introductions	
1:45 p.m. – 2:30 p.m.	National Database Contractor's Presentation	
2:30 p.m. – 2:55 p.m.	Question – Answer Period	
2:55 p.m. – 3:00 p.m.	Closing	
	<b>Nominating</b> .....	New Mexico Room
1:30 p.m. – 1:45 p.m.	Introductions	
1:45 p.m. – 2:30 p.m.	Discussion of differences between the current and future Constitution and Bylaws	
2:30 p.m. – 3:00 p.m.	Suggested Candidates	
	<b>Regulatory Coordination</b> .....	Ballroom - South
1:30 p.m. – 1:45 p.m.	Introductions (Review agenda and committee responsibilities)	
1:45 p.m. – 2:15 p.m.	NELAP AA Survey and Model Legislative Language	
2:15 p.m. – 2:45 p.m.	Annual Regulatory Survey	
2:45 p.m. – 3:00 p.m.	Action Items and Close	
3:00 p.m. – 3:30 p.m.	BREAK	
3:30 p.m. – 5:00 p.m.	Stump your AA .....	Ballroom - North

## **Thursday, November 21, 2002**

8:00 a.m. – 12:00 p.m.	Conference Registration.....	Mezzanine
9:00 a.m. – 12:00 p.m.	ELAB Meeting.....	Ballroom
9:00 a.m. – 9:05 a.m.	Review of Minutes from the October 16, 2002 Meeting	
9:05 a.m. – 9:35 a.m.	Review of Action Items from the October 16, 2002 Meeting	
9:35 a.m. – 10:05 a.m.	Workgroup Reports	
10:05 a.m. – 10:40 a.m.	Update of NELAC Restructuring	
10:40 a.m. – 11:00 a.m.	BREAK	
11:00 a.m. – 11:30 a.m.	Open Forum Issues	
11:30 a.m. – 11:55 a.m.	New Business	
11:55 a.m. – 12:00 p.m.	Agenda Items for next Meeting	
12:00 p.m. – 1:00 p.m.	Lunch (on your own)	
1:00 p.m. – 3:00 p.m.	Committee Reports & Closing Session.....	Ballroom